

SECRET

DD/S STAFF MEETING

10 APR 1968

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MINUTES

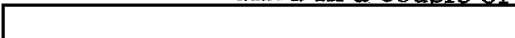
DD/S STAFF MEETING

9 April 1968 - 1130 Hours



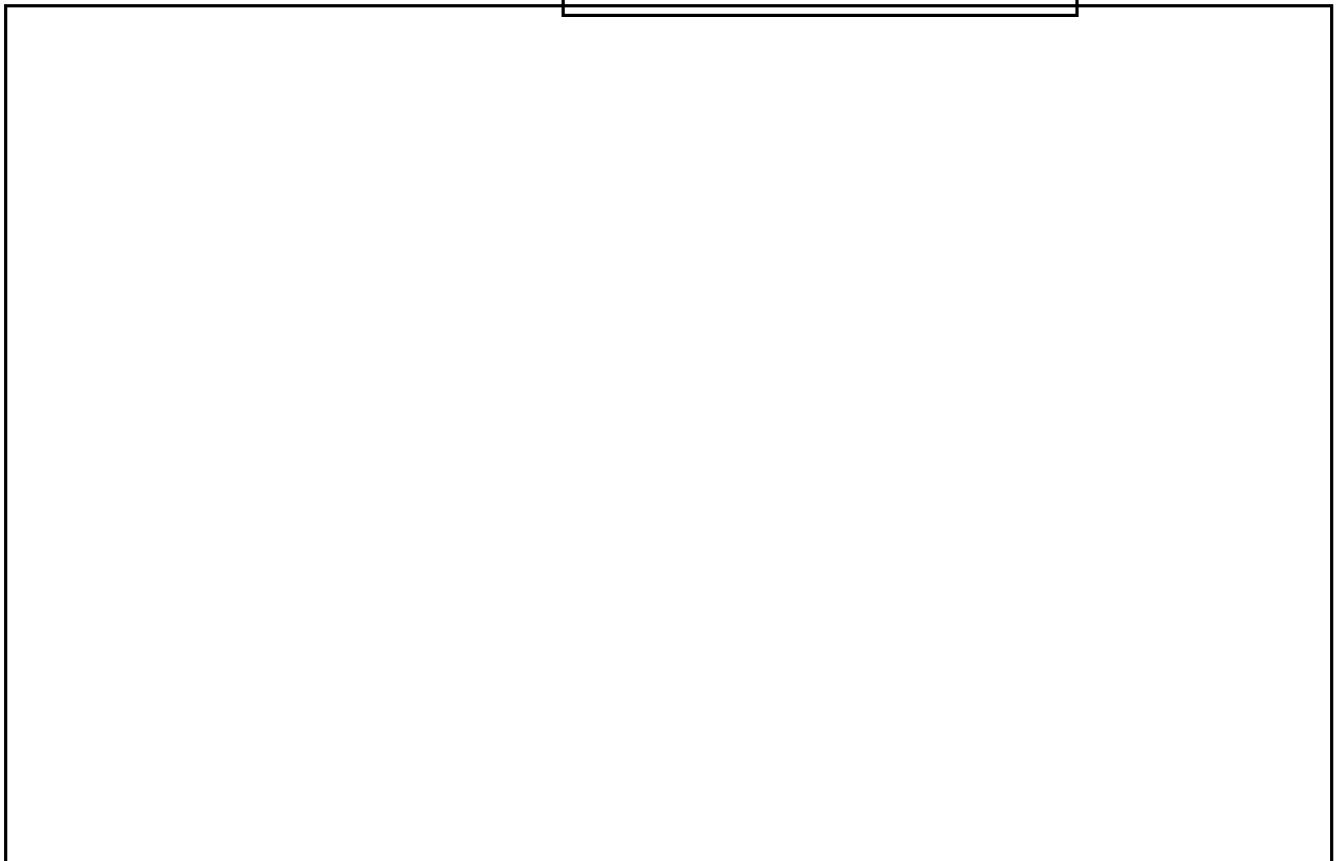
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2. The DD/S

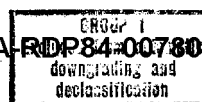
Mr. Coffey said that Mr. Bannerman has called in a couple of times with respect to the current disturbances, 

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4. Publication Requirements and Capabilities Study

25X1 [] discussed this study very briefly and said that each one of the offices will be getting forms on which to report reproduction equipment in their possession, and printing requirements for publications.

5. Program Hearings

Mr. Coffey said that four offices have completed their program hearings and these have all gone well. If any office feels that they have problems with respect to ceiling, etc. for which immediate relief is necessary, these should be brought to his attention.

6. Around the Table

25X1 a. []

The location for possible talks with N. Vietnam has not yet been decided upon so Commo is unable to make firm plans.

25X1 Last Friday [] represented the DD/S in a session hosted by the DD/S&T concerning R&D funds for FY '70.

b. Mr. Wattles:

A quick check of absenteeism indicates that most of the absenteeism is in non-staff categories -- dining room, cafeteria, Logistics Services Division personnel. It is appreciated that many employees who might otherwise have reported for duty simply could not come in.

The curfew for tonight in D.C. will start at 1900.

As a follow up to some comments about the competence of clerical personnel at the White House, it was noted that the Agency provides 19 clerical personnel to the White House. We have consistently sent the best that we had available.

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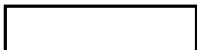
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c.



25X1

d. Dr. Tietjen:



25X1

visited Headquarters. One of the problem areas of concern to him is the inadequate social life of the young secretarial force.

e. Mr. Richardson:

The latest JCS/DIA Seminar was held last Thursday and Friday with approximately 50 students. This seemed to be a particularly successful seminar. General Carter is apparently interested in planning a somewhat similar program at NSA and has been inquiring as to our format, etc.

The OTR is becoming somewhat concerned with some of the career trainee applicants who seem to be seeking employment with the Agency to avoid the draft. Any such motivation makes them poor bets for the Agency, and more attention is being devoted to this aspect of evaluation.

f. Mr. Fuchs:

The Office of Finance and PPB have completed a study of the problem of reports of accrued expenditures and believe that a method of achieving this can be worked out.

Noted that the Office of Finance had forwarded some time ago a proposal that some of the employee parking fees could be paid by the Agency where POV's were used for official business during the working day. The Department of State has published a new regulation allowing for this type of reimbursement.

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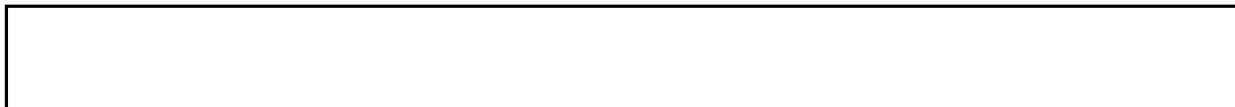
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g. Mr. Meloon:

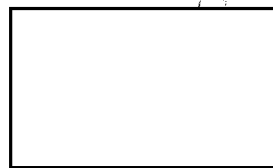
Is compiling a list of positions required by the various offices to take care of personnel to continue functions that have been eliminated overseas.

Also working on space and equipment problems in connection with the return of overseas personnel.

7. Announcements



8. The meeting adjourned at 1235.



Special Assistant to the
Deputy Director for Support

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DD/S STAFF MEETING

9 April 1968

ACTION ITEMS

- 25X1
1. to provide forms to Support Offices in connection with Publication Requirements and Capabilities Study.
 2. Office Heads to bring problems in connection with positions, ceiling, etc. for which they need immediate relief to Mr. Coffey's attention.
 3. Mr. Fuchs queried as to the status of a proposal for reimbursement of parking fees to those employees using POV's for official business.
 4. Mr. Meloon compiling a list of positions required by the various offices in connection with continuing functions that have been moved from overseas to Headquarters.
 5. Mr. Meloon compiling requirements for space and office equipment to accommodate personnel being returned under BALPA.

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